



FISH AND GAME, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FISH AND GAME, DEPARTMENT OF	RELEASE DATE:	Thursday, February 18, 2010
POSITION TITLE:	Deputy Director Ecosystem Conservation	FINAL FILING DATE:	Thursday, March 11, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 8,594.00 / Month	BULLETIN ID:	02172010_3

POSITION DESCRIPTION

The Deputy Director, Ecosystem Conservation Division, serves as a member of the Department's executive and leadership teams. Supervises the Department's Ecosystem Conservation Division responsible for all aspects of habitat conservation planning, implementing the stream and lakebed alterations agreement program, statewide water policy development and implementation, the species and natural communities assessment and monitoring program, the creation of streamlined processes for renewable energy permitting, and the development of adaptation and mitigation measures, policies, and practices that provide clear benefits to fish and wildlife and recognize the uncertainty associated with future climatic states. Develops processes and policy for ensuring consistent statewide Department operations. Resolves operations policy differences and ensures implementation of statewide programs consistent with planning and policy division direction. In conjunction with Branch Managers in the Ecosystem Conservation Division, develops and implements organizational structures and defines statewide responsibilities and roles for implementing programs. Coordinates with the Deputy Director, Wildlife and Fisheries Division, the Deputy Director, Law Enforcement Division, and Regional Managers to promote integration of Department ecosystem conservation policies into operation of regional functions and programs. Additionally, the Deputy Director, Ecosystem Conservation Division:

- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to strategically develop and implement DFG's ecosystem conservation policies and programs.
- Manages DFG programs within fiscal resources and develops strategies to improve budget efficiency and alternate funding sources.
- Promotes DFG's commitment to and accountability for the preservation and protection of the State's resources through fair and consistent application of laws and responsiveness to the public.

- Represents the DFG on high-level task forces and committees, before the legislature, and at conferences and meetings with various governmental and constituent organizations related to land, water, marine, and fish and wildlife issues.
- Achieves the goals and objectives of the DFG's strategic plan.
- May serve in the absence of the Director or Chief Deputy Director with regards to policy decisions and program operations.
- Utilizes strong written, oral, and interpersonal communication skills to ensure continuing team development within DFG and inspires the use of these skills by staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S) SCREENING CRITERIA

- Knowledge of California's hunting, fishing, and environmental laws and regulations; ecosystem assessment methodologies; conservation planning and land-owner incentive programs, water policy and laws, and fish and wildlife programs as related to non-native invasive species.
- Knowledge of DFG's programs, policies, procedures, and overall mission.
- Knowledge of program evaluation and development.
- Knowledge of multi-species conservation planning and management.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated experience in formulating, implementing, and evaluating program policies.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders involved with California's fish and wildlife issues.

- Ability to coordinate a large, complex state-wide project that includes regional and program staff.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director Ecosystem Conservation**, with the **FISH AND GAME, DEPARTMENT OF**.

Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

This examination consists of an application and Statement of Qualifications screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed below. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director may conduct hiring interviews before a selection is made.

APPLICANTS ARE REQUIRED TO ATTACH A "STATEMENT OF QUALIFICATIONS" TO THEIR APPLICATION NOT TO EXCEED TWO PAGES. THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.

INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF YOUR EXPERIENCE THAT DEMONSTRATES EACH OF THE FACTORS INCLUDED IN THE SCREENING CRITERIA. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.

APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION. A RESUME DOES NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

Applications/Statement of Qualifications requires employment history information including "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable).

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FISH AND GAME, DEPARTMENT OF, Human Resources Branch

1416 9th Street, Room 1217B, Sacramento, CA 95814
Tanya Bell | (916) 651-8310 | tbell@dfg.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FISH AND GAME, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>